

St Joseph's College

POLICY STATEMENT ON CAREERS/HIGHER EDUCATION PROVIDER ACCESS TO THE SCHOOL

THIS STATEMENT LINKS WITH:

- CAREERS POLICY
- SAFEGUARDING: SAFER RECRUITMENT POLICY

Date of Latest Update:	March 2018
Review Date:	January 2019
Policy Available for Staff at:	Website
Policy Available for Parents at:	Website
Headteacher:	Ms M Roberts

Introduction:

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement:**All pupils in Years 8-13 are entitled to:**

- find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point
- hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events
- understand how to make applications for the full range of academic and technical courses

Management of provider access requests:**Procedure:**

A provider wishing to request access should contact Mrs. A. Sanders, Careers Co-ordinator.
Telephone: 01782 848008. Email: asanders@stjosephsmail.com

Opportunities for Access:

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you.

Premises and facilities:

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will be discussed in advance of the visit with the Careers Co-ordinator.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for display in the Careers Library, which is managed by the Careers Co-ordinator. The Careers Library is available to all students at lunch and break times, as well as before and after school.